

PROMOTION ANNOUNCEMENTS

Selection will be made without regard to age, race, sex, color, religion, national origin, lawful political affiliation, physical handicap (if individual can adequately perform the job), or marital status.

Supervisory Maintenance Engineer, GS-13, Ann. No. 23-77, closes 12 April 1977. (Closing date changed from 29 April 1977.) Amendment 1 to this Announcement notes that the grade, series, and title of this position are under review by the Office of Civilian Personnel and subject to change.

Supervisory General Engineer, GS-13, Ann. No. 24-77, closes 29 April 1977. Amendment 1 to this Announcement notes that the grade, series, and title of this position are under review by the Office of Civilian Personnel and subject to change. See the Amendment for other change to Announcement.

Maintenance Superintendent, GS-13, Ann. No. 25-77, closes 12 April 1977. (Closing date in 4 March Guidepost erroneously shown as 29 April 1977.)

Mobile Equipment Servicer, WG-5, Ann. No. 29-77, closes 18 March 1977

Blocker and Bracer, WG-8, Ann. No. 30-77 closes 21 March 1977

Supervisory Supply Clerk, GS-6, Ann. No. 31-77, closes 22 March 1977

Instrument Mechanic, WG-11, Ann. No. 32-77, closes 24 March 1977

Sheet Metal Mechanic, WG-10, Ann. No. 33-77, closes 25 March 1977

Open Continuously

Applications will be accepted on a continuing basis from employees currently working at the Camp Lejeune and Air Station complex under a career or career-conditional appointment for the following positions:

Clerk, GS-3; Clerk-Typist, GS-3; Clerk-Stenographer, GS-3; Firefighter (Structural), GS-3; Laborer, WG-2; Janitor/Housekeeping Aid, WG-2; Laundry Worker, WG-2; Food Service Worker, WG-2; and Water Treatment Plant Operator, WG-10.

Delayed Filing Privilege

New employees of the Camp Lejeune and Air Station complex have 90 days from their date of employment to file delayed applications for promotion consideration to positions which were announced prior to their entrance on duty. For further information, call extension 1621.

ATTN: ALL EMPLOYEES

DEPENDENTS' AID ASSOCIATION REMINDER

The current collection period for the Dependents' Aid Association closes 22 March 1977. Members who desire to continue their membership, and eligible employees who are not members but desire to become members, must pay their assessment/membership fee (\$1) to their collector no later than 22 March 1977.

ARE YOUR TRAINING RECORDS UP-TO-DATE ?

Do you have information concerning education, experience and training received that was not supervised by or ordered through the Training Division? If so, you should submit this information to the Training Division, Civilian Personnel Office, for inclusion in your Official Personnel Folder.

You may either bring in or send in certificates or letters of satisfactory completion of courses; the information will be recorded and the certificates or letters will be returned to you. This information is important to you when used for evaluation purposes. Should you desire help in how to properly document your experience and/or training, call extension 1539 for assistance.

QUESTION BOX

Q. If an adopted suggestion concerns a matter which is part of the suggester's job responsibilities, should an award be granted?

A. A cash award may be granted for a suggestion which is within an employee's job responsibilities only if it is so outstanding that it warrants special recognition.

THOUGHT FOR THE DAY

Too many people itch for what they want, but won't scratch for it. —Anonymous

GETTING AN INCOME TAX REFUND? If so, why not take it in United States Savings Bonds. You'll be investing in your own financial future and helping to keep freedom in your future, too. Let your refund work for you.

NINETY-DAY WARNING
UNSATISFACTORY PERFORMANCE RATING

Performance rating time is 30 June 1977. Supervisors are reminded that the Performance Rating Act of 1950 provides that no employee shall be rated unsatisfactory without a 90-day warning and a reasonable opportunity to demonstrate satisfactory performance.

The warning must be in writing and must notify the employee specifically and in detail: (1) Where his performance is unsatisfactory; (2) that he will receive a rating of "Unsatisfactory" unless his performance is sufficiently improved; (3) how he may improve his performance within the 90-day period covered by the warning; and (4) that he will be given reasonable opportunity and assistance to make the needed improvement.

Before giving a warning for unsatisfactory work performance, the supervisor should try to determine the cause, and reasonable effort should be made informally to improve the employee's performance. For guidance, refer to Base Order 12430.1G. Questions concerning unsatisfactory ratings may be referred to the Classification Division of the Civilian Personnel Office, extension 1532.

UPWARD MOBILITY - WHAT IS IT?

Upward Mobility is a program designed to provide for employees in dead-end positions, GS-1 through GS-9 or equivalent wage grade, who possess high potential ability to move into positions where there is more opportunity for advancement.

Upward Mobility does not provide employees with immediate promotion but rather provides them with an opportunity to be trained through both formal and on-the-job training, and to be assigned as fully qualified at their same level on new positions which offer an excellent chance for promotion to higher grades.

Returns May be More Difficult But Benefits Increase Under THE TAX REFORM ACT

Completing your Federal income tax returns could be more difficult this year, according to the Treasury Department's Internal Revenue Service, but most taxpayers will receive better benefits as a result of the new Tax Reform Act of 1976.

Here are some highlights of tax law changes and other pointers that should be noted when filing your 1976 Federal tax returns:

Standard Deduction

The percentage standard deduction has been increased to 16 percent of the taxpayer's adjusted gross income, or a maximum of \$2,400 for single individuals, \$2,800 for married persons filing jointly or qualifying widows or widowers, and \$1,400 for married persons filing separately.

General Tax Credit

In addition to the \$750 deduction for each dependent listed on a tax form, an increased general tax credit allows a taxpayer to claim \$35 credit for each dependent or a credit of two percent of the first \$9,000 taxable income, whichever is greater.

Child Care Costs

The itemized deduction allowed for child and disabled dependent care has been eliminated and replaced with a credit which reduces tax liability but not gross income. A maximum credit of 20 percent of \$2,000 of employment-related expenses may be claimed for the care of one qualifying dependent (\$4,000 for two or more), but the credit is not refundable. Thus, if you qualify for a \$400 child-care credit and compute your overall taxes at \$390, for example, you pay nothing but receive no refund.

Call IRS in Greensboro Toll Free

Questions concerning your Federal taxes may be referred to the Internal Revenue Service by calling their toll-free number in Greensboro, 1-800-822-8800.

SICKNESS AND ACCIDENT "INSURANCE"

The average Government employee could not afford to buy sickness and accident insurance that would pay his or her full salary for a year and a half at, say, age 50.

But that is exactly what sick leave can offer if he or she conserves it for use in a real emergency. The legitimate use of sick leave, earned at the rate of 13 days a year, is wise and is encouraged. If an employee is fortunate and can save sick leave and permit it to accumulate, benefits mount as follows:

10 years - 130 days or 1040 hours
15 years - 195 days or 1500 hours
20 years - 200 days or 2080 hours
25 years - 325 days or 2600 hours
30 years - 390 days or 3120 hours

As one gets older, extended illness is more likely to strike. Used conservatively, sick leave "insurance" will give benefits you otherwise would not have.

We are not all blessed with good health, but those of us who are should remember that sickness often strikes without warning. Recovery from a lengthy illness is difficult enough without having the additional worry of meeting regular expenses. Your sick leave "insurance" can soften a financial blow and relieve you of worry that might otherwise impede your recovery.

Another advantage of conserving your sick leave is that your accumulated sick leave upon retirement will give you additional credits and add to your annuity.

One day, perhaps when you least expect, your sick leave "insurance" will pay off in dollars—and sense.

EMPLOYEE REPRESENTATION CLARIFIED

Employees have the right under Executive Order 11491 to union representation when summoned to formal discussions with management on such matters as grievances, personnel policies, and other matters affecting general working conditions of bargaining unit employees.

But when they are called to "nonformal investigative meetings or interviews," this right does not apply under the Executive Order, according to a recent statement by the Federal Labor Relations Council.

Employees do not have a right under the Order to union representation at non-formal investigatory interviews or meetings, including counselling sessions, which affect them individually, even though they reasonably fear the meetings may lead to discipline.

In announcing its policy interpretation of the Order, the Council noted that Federal employees benefit from a number of safeguards during the disciplinary process not generally available in the private sector. For example, adverse actions are subject to the rigid requirements of law and regulations, which specifically include the right of representation on appeal to the Civil Service Commission from agency actions.

RECORD DISPELS MYTH
IMPUGNING GOVERNMENT

A frequent complaint about civil service employees is that they are not creative or hard working and that mediocrity is encouraged.

A look at the record, however, shows that during fiscal year 1976 131,000 Federal employees were motivated to contribute ideas and actions that resulted in \$333 million in tangible benefits to the Government.

This equals the Federal income taxes of 182,000 average taxpayers, and has permitted Government to make more effective use of funds.

For every \$1 spent in awards the Government gained \$13 in benefits. Overall, 1 in 11 Federal employees was recognized for constructive ideas or performance beyond job responsibilities in 1976.

This record shows a willingness on the part of Federal employees to devote their creative talents and energies to making Government operate more economically, and provide better services to the public.

Also, it demonstrates Federal managers' and supervisors' willingness to work with employees to develop constructive ideas, to help them strive for excellence in performance, and to recognize those who excel.

PRESCRIPTION/NON-PRESCRIPTION DRUGS
(SERVICE BENEFIT PLAN)

DID YOU KNOW?

Only drugs which require a prescription by a U. S. State or Federal law are covered. Across-the-counter drugs, even with a physician's prescription are not covered. Allergy antigens (serums) are covered. Insulin for the treatment of diabetes, even without a prescription, is covered. Disposable syringes for administering insulin are covered. Cotton balls or alcohol are not covered since most households use these items for other purposes.

To be reimbursed for covered drugs, complete a Supplemental Benefits Claim Form. Include a pharmacy receipt for each prescription drug purchased or a statement or bill on pharmacy letterhead. Each proof of purchase must include the patient's full name, name of the drug, prescription number, and the date of purchase and charge for each drug. Receipts and statements cannot be returned. Obtain separate bills for each family member. Cancelled checks, cash register receipts, or personally prepared bills will not be accepted. Do not use special Prescription Drug Forms; these were discontinued in 1974 and will not be accepted.

Your Supplemental Benefits deductibles must be satisfied before you can be reimbursed for covered charges at 80 percent for High Option or 75 percent for Low Option. See your Service Benefits Plan Brochure (BRI 41-25), pages 17-19 for details.

ACCIDENT PREVENTION PROGRAM

The Base Safety Manager recently called to our attention the provisions of the command's Accident Prevention Program. The Accident Prevention Program is outlined in Base Order P5100.3E and it provides that this command and personnel thereof are by law committed to a policy of conservation of manpower and material to the maximum degree practicable by the application of a comprehensive and effective accident prevention program. In the accomplishment of this, it is the policy of this command to prevent accidents before they happen by the continuous use of sound and accepted safety practices. This command recognizes its responsibility for the safety of the individual and will exploit every possible means to create safe surroundings. It is also incumbent upon each individual to remain alert and cognizant of his own safety and the safety of his associates.

The Safety Manager further pointed out that failure to comply with the command's policy could, in accordance with Base Order 12750.1G, result in the following disciplinary measures:

<u>OFFENSE</u>	<u>1ST OFFENSE</u>	<u>2ND OFFENSE</u>	<u>3RD OFFENSE</u>
Failure to observe precautions for personal safety, posted rules, written or oral safety instructions or to use protective clothing or equipment.	Reprimand to 2-day suspension	1-to-5 day suspension	10 day suspension to removal
Violation of safety regulations which endanger life or property.	Reprimand to 5-day suspension	2-day suspension to removal	10-day suspension to removal
Endangering the safety of or causing injury to personnel through carelessness.	Reprimand to removal	5-day suspension to removal	10-day suspension to removal
Failure to observe no smoking regulations or carrying matches in restricted areas.	Reprimand to removal	5-day suspension to removal	10-day suspension to removal
Violating traffic regulations, reckless driving on Navy premises, or improper operation of motor vehicle.	Reprimand to 2-day suspension	Reprimand to 5-day suspension	5 to 10-day suspension

Each supervisor and employee is urged to review the contents of Base Orders P5100.3E and 12750.1G and to practice safety in each endeavor; and remember, "Today is your reward for yesterday's safety."